

**CITY OF BRYAN  
JOB DESCRIPTION – 8504**

**Working Title:** CITY MARSHAL/BAILIFF

**Career Ladder:** BUSINESS OPERATIONS      **Level:** 150

**Division:** MUNICIPAL COURT-CITY MARSHAL    **Department:** CITY SECRETARY

**SUMMARY AND PRIMARY FUNCTION**

Serves warrants and writs out of Municipal Court and performs duties as bailiff during court sessions.

**QUALIFICATIONS AND SKILLS**

High school diploma plus additional training or education in area of specialization equivalent to an Associate's degree.

Over 6 years directly related experience performing responsibilities in area of specialization.

Advanced skills in operating office/laboratory equipment and machinery.

Advanced proficiency in personal computer operations and in the use of word processing, spreadsheet, and/or graphic applications.

Advanced communication skills; ability to communicate with all levels of employees and vendors, clients, contractors, city government officials and the general public.

Demonstrated ability to perform basic research and analysis in area of specialization and to prepare written synopsis of findings.

Graduate of basic police academy.

Thorough knowledge of the principles and laws of arrest, the Texas Penal Code and the Code of Criminal Procedure.

Knowledge of court operations and decorum.

**SKILLS, KNOWLEDGE AND ABILITIES – PREFERRED**

Ability to remain alert at all times and to react quickly, calmly and rationally in times of extreme stress; ability to resolve situations characterized by conflict or danger.

Ability to remember names, faces and details of incidents and physical surroundings.

Ability to enforce laws firmly, tactfully and impartially.

Ability to interpret and apply federal, state and local policies, procedures, laws and regulations.

Ability to maintain confidentiality in the performance of duties.

Ability to work under stress and use good judgment in emergency situations.

Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

Ability to understand and respond quickly and accurately to written and oral directions, instructions, inquiries and requests.

Good interpersonal skills.

Good written and verbal communication skills.

**SPECIAL REQUIREMENTS AND LICENSES**

Texas Class C driver's license with a good driving record as measured by the City's evaluation system.

Possession of basic certification as a peace officer by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE).

**EQUIPMENT**

Automobile, firearm, restraint devices, copier, computer and telephone.

Work shall be performed with tools, appliances and equipment approved by those agencies and bodies that have control, authority or approval of the design working ranges or limitations of those items; the employee has the responsibility to conform to those ranges and limitations.